

## National Taiwan University Academic Policies

In reference to document *Tai-kao-(erh)-tzu-0970138701* from the Ministry of Education dated August 7, 2008.

### Volume I General Principles

- Article 1** These Academic Policies are established in accordance with the *University Act* and its Enforcement Rules as well as the *Degree Conferral Law* and its Enforcement Rules.
- Article 2** The University shall handle all matters pertaining to students' academic status based upon these Policies, and the details shall be implemented separately.

### Volume II Bachelor's Degree for all Departments Chapter I Admissions

- Article 3** Candidates who have graduated from public or accredited private high schools or from institutions of the same level or who possess equivalent academic abilities and have been accepted by this university's open recruitment process may be admitted into the Bachelor's degree program of this university.
- Article 4** Foreign students may apply for admission into this university following regulations set forth in the *Admission Guidelines for Foreign Students*. These guidelines are established separately and are implemented after being filed for approval with the Ministry of Education.
- Article 4-1** Students of this university and of foreign universities and institutes may enter the International Double Degree Program based upon regulations set forth in the *Implementation Guidelines for Double Degree Programs in Cooperation with Foreign Universities and Institutes*. These guidelines are established separately and are filed for reference with the Ministry of Education.
- Article 5** Candidates who possess one of the following qualifications and have been accepted by this university's transfer exam may be transferred into the same year level of study:
1. Undergraduate students who have completed one year of full time study.
  2. Students who have graduated from the university and have finished their military service or who do not have regular obligations.
  3. Graduates from junior colleges or vocational program studies.
  4. Equivalent academic abilities as with junior college graduates.
  5. Undergraduate students from Open University who have completed 36 credit hours.
- Article 6** Admission Exams of this university (including transfer exams) must establish the guidelines for public recruitment and implement such after being filed for approval with the Ministry of Education.

- Article 7** Newly admitted students or transfer students who are found in one of the following conditions shall be revoked of admission qualifications:
1. Students who do not complete the registration process on the stipulated date.
  2. Students who engage in fraudulent exam practices which have been proved to be true by the university or who have been sentenced by the court.

- Article 8** Newly admitted students may apply for reservation of admission qualifications with Academic Affairs Division if found to be in one of the following conditions:
1. Having serious illness requiring long term medical treatment and holding a certification from an area hospital or medical center under the National Health Insurance's program.
  2. Holding a low income household certification from the local government.
  3. Holding a notification of report to duty of military service or certification of military service.
  4. Overseas Chinese students or foreign students unable to report for registration within deadlines due to unforeseen reasons.
  5. Other candidates unable to register within deadlines due to unforeseen reasons.

Reservation of admission qualifications are for a maximum of one year. For those who have been recruited for military service may apply for extension with the certificate of military service. When the reservation period is up, the candidate may apply for enrollment with the order of discharge.

Transfer students may not apply for reservation of admission qualifications.

- Article 9** If the documents presented by a newly admitted student or transfer student are found to be untrue, impersonated or counterfeited, the student shall be disqualified for admission and no academic record shall be issued; the parents or the legal guardian shall be notified of the situation. If the situation is discovered after the student has graduated, the diploma must be returned upon request and the qualification for graduation shall be revoked in a public announcement.

## **Chapter 2 Fees, Registration, Course Selection**

- Article 10** All items and corresponding fees required for each student for the semester shall be announced before each semester.

- Article 11** Newly admitted students and transfer students must report to registration in person upon the first semester of admission.  
Students who have not completed the registration process during the allotted

period shall be disqualified from enrollment status, except for those who have been granted reservation status or delayed registration privilege; transfer students, except for those who have been granted delayed registration privilege, shall be disqualified from enrollment status.

Except for those who have been granted leave of absence, withdrawal or who are qualified for graduation, students shall, at the beginning in the second semester, pay all the applicable fees each semester prior to the starting date of classes as set forth in the university's official calendar. Registration process is considered complete when all required fees have been paid. If the deadline has passed and the fees have not been paid, except for those who have applied in writing for registration extension, shall be considered un-registered, and shall be ordered to withdraw.

For students who have been granted permission for an overseas exchange program shall pay all the required fees as stated in the program contract to the participating university, and shall request approval from the Dean of Academic Affairs for a waiver of tuition fees of this university during the exchange period.

**Article 11-1** Students who miss the deadline for payment of required fees may request a registration extension of up to one week. Those already granted written permission for a grace period due to extraordinary circumstances are exempt from this regulation.

New and transfer students permitted the extension for the first semester must complete all registration procedures within one week or be disqualified from enrollment.

From the second semester on, students who have been granted the one-week extension but fail to pay all fees and complete course selection before the deadline shall be ordered to withdraw from the university.

From the second semester on, students who fail to pay all registration fees within the one-week grace period but have completed course selection shall be placed on voluntary suspension for the current semester. All fees must be paid in full before students can register for the subsequent semester.

**Article 12** Students who have completed the registration process but still have unpaid credit hours, unreturned items from the library, or unpaid late fees/compensation fees shall not be able to register in the subsequent semester. If the student is

graduating in the current semester, he or she shall not be able to receive the certificate of graduation.

**Article 13** To select courses, student must follow all the guidelines and the list of subject courses set forth by each college or department for the current semester.

Article 14 Students are required to take between 15 and 25 credit hours per semester, except for the last year of study in which the number of credit hours must be between nine and 25.

Students extending their term of study may enroll only in courses that complete their credit-hour requirements, or courses they have previously failed. If the course is offered in the second semester, students can apply for voluntary suspension from registration for the first semester. Those who have registered, however, must sign up for at least one course.

Students with average scores of 80 and above or ranked among the top 10% in their respective departments/sections during the previous semester, as well as those studying for minor degrees or are enrolled in education programs, may take up to six extra credit hours per semester. Students with double majors are permitted up to eight extra credit hours per semester,

In special cases approved by the relevant department chair and the dean of academic affairs, students may exceed the required number of credit hours for the semester by a maximum of eight credits, or reduce their course load to at least one class.

Article 15 All adding or dropping of courses must be completed within the stipulated deadline for each semester. No requests shall be processed after the deadline. During the course adding and dropping period, advisors and department chairs may monitor the students' choices online and advise accordingly.

The credit hours and grades acquired from any courses added in violation of the guidelines shall be considered null and void, and a grade of zero is given for the course.

Article 15-1

Students unable to continue with a course after the deadline for adding and dropping courses may request to be removed from the class in accordance with the university's *Guidelines for Course Withdrawal*.

**Article 16** Students may not elect courses with conflicting time schedules, otherwise all subject courses with conflicted time schedule shall be considered invalid. If the student is taking a course that was previously taken with a satisfactory grade or taking a course having similar content and which was approved to be a substitute for a previously taken course, all repeated credit hours shall not be counted towards minimum graduation requirements. If the individual department has other stipulations, they shall not be under these limitations.

**Article 16-1** If the student takes courses in the Division of Continuing Education and Professional Development in the semester, he or she may do so according to *Students' Night Time Study and Day Time Study Program Guidelines*.

**Article 16-2** Students may select courses of other universities in accordance with *Interuniversity Courses Selection Implementation Guidelines*, the stipulations of which are established separately, and reported to the Ministry of Education for future reference.

Article 16-3 With the exception of those ordered to withdraw from school during the second semester of the current academic year, all students are eligible to take courses during the summer session.

All credit hours and grades for summer courses are included in student transcripts and taken into account in the computation of graduation grades.

Regulations governing the payment of fees and other matters are set out in the *Summer Session Course Instruction Guidelines* as well as in other relevant announcements during the current year.

Graduating students meeting the following conditions may request approval from the relevant department chair, college dean and the dean of academic affairs to enroll in summer courses at other institutions.

1. Upon completion of the summer course(s) for the academic year the student qualifies for graduation
2. Summer courses taken at other institutions are confined to courses not offered concurrently by the National Taiwan University, and are limited to a maximum of two in number.

**Article 16-4** Students taking the Service Learning Course shall follow all the regulations stipulated in the *Service Learning Program's Implementation Guidelines*.

**Article 16-5** Students taking Online English Program courses must follow all regulations stipulated in the *Online English Program's Implementation Guidelines*.

### **Chapter III Terms of Study, Credit Hours, Grades**

**Article 17** The University is under the term of study system and credit hours system. The term of study for all departments is four years, except for the College of Medicine's Department of Medicine which is 6 years plus one year of residency and for the Department of Dentistry which is 5 years plus one year of residency, and the term for the Department of Bio-Resources and Agriculture's Veterinary Medicine is 5 years.

The minimum requirement for graduation is 128 credit hours for four-year term's department. For five-year term's departments, the minimum requirement for graduation must be increased based on the different terms of study. The above minimum requirement does not include physical education's credit hours.

**Article 17-1** Students unable to fulfill the requirements of their respective departments, minor degrees or programs within the stipulated period may apply for an extension of term of study for a maximum of two years.

Students who have fulfilled all the requirements of their departments and received approval for overseas exchange studies may apply to the Academic Affairs Division to extend their terms of study for a maximum of two years.

Double-major students may extend their terms of study in accordance with the guidelines for the double-major degree program.

Students holding disability certification, and special needs students confirmed by municipal, city or county governments to be suffering from physical or mental disabilities and are admitted to the university under special ruling may apply to extend their terms of study by a maximum of four years in accordance with their individual condition and needs.

**Article 17-2** Students who are physically disabled may request an exception for completing the physical education program by presenting certification of physical inability provided by the National Health Insurance's approved area hospital or medical center. The request must be approved by the Dean of Academic Affairs.

**Article 18** Stipulations and modifications of required courses and credit hours established by each department must be reported to Academic Affairs Division and publicly

announced after they have been discussed and approved by Department Affairs Committee and endorsed by the Dean of the corresponding College.

**Article 19** Courses completed with satisfactory grades prior to being admitted to this university, courses completed under the overseas exchange program and courses completed in other educational institutions may be considered as substitute courses by requesting exemptions in accordance with *Course Exemption Guidelines*.

For students who have not previously attended this university, the maximum exemption of credit hours is 50. For those who have reached the 50 credit hours exemption, they may request enrollment into the second year.

Students who have previously attended this university and whose approved exemption has surpassed 50 credit hours may request enrollment into the appropriate year, but they must complete at least one more year of study.

Students requesting advancement into a higher study year must do so during the semester of entering the university.

**Article 20** When computing credit hours, for each 18 hours of completed course it is considered one credit hour; 2 to 3 hours of practicum or laboratory time per week is considered one credit hour.

**Article 21** Grade assessment of this university is classified into the following categories:

- I. Daily exams: time determined by the teaching faculty.
- II. Regular exams: must be conducted within class time.
- III. Mid-term exams: must be conducted in the middle of the semester within the stipulated time period.
- IV. Final exams: must be conducted towards the end of the semester within the stipulated time period.

**Article 22** Grades for each course are assessed by the teaching faculty based on the daily exams, regular exams, mid-term exams, final exams or other methods of assessment; they must be entered in the grade report and send to Academic Affairs Division for recording.

Students may inquire about grades for each subject course at Academic Affairs Division or on the Internet, 10 days after completion of final exams at the end of each semester.

If the student has questions regarding their final grade, he or she may inquire at Academic Affairs Division. If upon investigation, the reported grade is the same as the one sent by the teaching faculty, the student may then inquire directly with the teaching faculty.

**Article 23** Students' grades are divided into academic grades, and conduct grades. The full score is 100, and 60 is the passing grade.

Course subjects of special nature may be graded as “pass” or “fail” after being approved by the college’s curriculum committee and Academic Affairs Division. Courses with unsatisfactory grades or “fail” grades shall not be granted credit hours.

**Article 24** Average semester grades and graduation marks are calculated as follows:

- I. The number of credit hours of a course multiplied by the grade obtained equals the total credits for the course..
- II. The total number of credit hours minus those of “pass” or “fail” courses equals the total of credit hours.
- III. The total credits of all courses added together equals the sum of total credits.
- IV. The total number of credit hours divided by that of total credits equals the average grade for the semester..
- V. The average semester grade includes marks for failed courses but not the scores or credits for summer courses.

The sum of total credits for all semesters (including summer sessions) divided by the aggregate of credit hours of all semesters (including summer sessions) makes up the student’s graduation grade.

**Article 25** Faculties turning in grades, making up grades or making modifications to grades must be carried out according to *Guidelines for Reporting and Modifying Grades by Faculty Members*.

**Article 26** For students who fail to take the regular exam, mid-term exam or final exam, the grades of such will be considered zero.

**Article 27** If students have half of their credit hours with unsatisfactory grades in one semester, and later on have one-third of their credit hours with unsatisfactory grades in another semester, they shall be asked to withdraw from the university.

**Article 28** The following categories of students who fail in courses making up two thirds of credit hours for the semester, and who fail half their courses in a subsequent semester will be asked to withdraw from school:

- Overseas Chinese students;
- Foreign students;
- Mongolian and Tibetan students repatriated for higher education;



- Students from indigenous tribes in Taiwan;
- Offspring of government personnel stationed abroad; and
- Students certified by the Ministry of Education to be outstanding college athletes.

**Article 29** The following cases are exempt from Articles 27 and 28:

1. Students with physical or mental disabilities described in Item 4 under Article 17-1; and
2. Students who have completed fewer than nine credit hours for the semester

**Article 30** Students who are unable to take the final exam due to public duties, severe illness, death of close family member, or other force majeure reason, may request leave of absence by completing the procedure at the Personal Counseling Section of Student Affairs Division. (Students whose registration procedures were completed at the College of Social Sciences, College of Law, College of Medicine and College of Public Health must complete the leave of absence request at the subdivisions of Student Affairs Division located in the College of Social Sciences and College of Medicine). Once the request process is completed, the student may take the make-up exam.

**Article 31** All make-up exams must be completed within the first ten days of the subsequent semester. There is a one-time only restriction. Once passed the deadline, no make up exams can be taken.

Students who are unable to take the make-up exam must provide satisfactory documentation and may request suspension from schooling for that semester upon approval of the Chairperson of department, Dean of college and Academic Affairs Division. However, the number of semesters accumulated for suspension from schooling must comply with stipulations of this policy.

The grade of make-up exams taken by students who were unable to take the final exam due to public duties, severe illness, death of spouse or second degree family member must be determined by the teaching faculty. If the grade of the approved make-up exam taken by students who were unable to take the final exam for reasons other than those mentioned above is over 60 points, the final grade will be considered as 60.

**Article 32** If a student is found to have cheated in an exam, the grade of the exam shall be zero and depending on the severity, the student may be granted a record of demerit, a drop-out or a dismissal of the status as a student.

## **Chapter IV Leave of absence, absenteeism, grade point deduction**

- Article 33** If a student is unable to attend a class due to any reason, he or she must request leave of absence in accordance with regulations stipulated by Student Affairs Division.
- Article 34** Unattendance without approval or absenteeism after the leave of absence period shall be considered absence without leave. One hour of unattended class is considered 5 hours of leave of absence.
- Article 35 Students whose hours of leave of absence in a course total one fifth of the total of class hours for the semester shall have their grades for the course deducted by five percent; if the leave hours total one fourth, by ten percent.
- Article 36** If the number of hours of leave of absence in the course of a semester is one-third of the total class hours, the grade of that particular subject course will be considered zero.
- Article 36-1 Articles 35 and 36 are not applicable to students who have been granted official or maternity leaves of absence.

## **Chapter V Change of majors, minors and double majors**

- Article 37** Students, starting in their second year (not including extended term of study), may apply for change of major in accordance with *Changing Majors Guidelines for Undergraduate Students*. There is a one time only restriction. If a student is admitted into a program where no change of major is allowed, he or she shall comply with such stipulation. If a student is changing major by entering into a lower year level of the new major, he or she must complete all required courses and credit hours of the new major as required by that particular semester. When calculating the total term of study, the overlapping portion of the same year levels must be deducted.
- Article 38** Courses that must be made up by the student changing major (group) shall be authorized and approved by the Chairperson of the new major's department.
- Article 39** Students, starting in their second year (not including extended term of study) may apply for a minor study. Students that have been granted a minor once may not apply again. However, students that have been granted a minor may change their original major of study into a minor. Credit hours for the minor should be completed in addition to the minimum

graduation requirements of the original major have been completed.

Students who have completed all the required courses of the minor, shall have their diploma stating the title of the minor.

All the details regarding the study of a minor shall be conducted in accordance with the university's *Minor Study Guidelines for Undergraduate Students*.

**Article 40** Students who have maintained an average grade of 75 in the previous academic year, or ranked within the top 20% of their class (department rulings take precedence), may apply to study for degrees in other departments beginning in their sophomore year (excluding extensions in their terms of study).

Students must fulfill all requirements in their major departments as well as the required and mandatory elective courses of another department to qualify for a double-major degree.

Both degree titles will appear on their diplomas.

Any student wishing to obtain a second major must comply with regulations set out in the *Double Major Studies Guidelines for Undergraduate Students*.

**Article 40-1** Students taking the Teacher's Education Program shall be conducted in accordance with *Teachers' Education Act* and the university's *Teacher Education Program Guidelines*. The regulations of the guidelines shall be stipulated separately and filed for approval with the Ministry of Education.

**Article 40-2** Students may apply for studies in the Credit Certification Programs or Academic degree programs based on the university's *Intramural Program Establishment Guidelines*.

Students who have completed all the required courses and credit hours of the Credit Certification Program shall be granted a Program Credit Certification.

Students who have completed all the required courses and credit hours of the Academic degree program shall be granted a Degree Certification.

## **Chapter VI Suspension, Reinstatement, Transfer, Withdrawal**

**Article 41** Students who apply for suspension from schooling due to particular reasons must be approved by the parents or the legal guardian, and must complete the request process at least one month prior to the beginning of final exams. However, if it is due to illness (must have certification from an area hospital or medical center under the National Health Insurance program) or important reasons (must provide pertinent documentation), the student may apply for

suspension from schooling before the beginning of final exams.

New students and transfer students must complete the registration process in the first semester to be able to apply for suspension from schooling.

**Article 41-1** Students whose stay abroad exceeds one third of total class hours for the semester must apply for voluntary suspension. The following are exempt from this rule:

1. Those with exchange-student status granted either by the NTU Office of Foreign Exchange, or under academic exchange programs signed between their respective colleges and foreign institutions; and
2. Those who have been recommended to engage in research or take courses at prestigious universities abroad. Qualified students are required to submit a letter of approval by their college dean and the dean of academic affairs.

**Article 42** Students under one of the following conditions must apply for suspension from schooling:

- I. The student's leave of absence record has reached one-third of the semester's total class hours.
- II. Registered students who have not selected courses within the allowable adding/dropping period or whose total selected credit hours are less than the number required by this policy.
- III. Students who are found in the condition described in Article 11-1, section 4 of this policy must apply for suspension from schooling.

**Article 43** Suspension from schooling are allowed for periods of one semester, one academic year or two academic years. Students who have reached 2 years of suspension from schooling may extend for a maximum of 2 more years if it is due to severe illness or special circumstance. The extension must be approved by the Chairperson of the corresponding department and Academic Affairs Division.

**Article 44** Students whose term of study is six years (including practicum), and who have passed the *University Entrance Exam for Equivalent Academic Ability's Certification Standards* and have been also admitted into the Graduate school, may, upon completing four years of undergraduate study and having completed 128 credit hours of the corresponding department, apply for suspension of schooling for two years in the original department while studying in the Master's Program. If the student is studying in the Ph.D. Program, he or she may request suspension of schooling for a total of four years.  
The above described period of suspension from schooling shall not be included

in the calculation of suspension from schooling restrictions in the original department.

**Article 45** Students whose suspension from schooling period has ended must complete the reinstatement procedure in the subsequent semester prior to the starting of classes. Students who wish to continue suspension from schooling must reapply in the semester where reinstatement was supposed to be done, and prior to the beginning of classes of that semester as set forth in the university's official calendar. If this deadline is passed, the student must pay the registration fee first in order to reapply.

Reinstated students must continue their studies in the same department as they were before and in the corresponding subsequent year. Students who applied for suspension from schooling in the middle of the semester must continue in the original year level when they left.

**Article 46** Students who choose to undergo military training while on voluntary suspension must submit their orders of recruitment in order to obtain approval for an extension of leave. The length of military service is not included in the time limit for voluntary suspension. Upon completion of military service, students may apply for reinstatement by submitting their orders of discharge.

Students applying for voluntary suspension due to pregnancy or maternity leave must provide certification from an area hospital or medical center under the National Health Insurance program. The duration of leave is limited to two years, and is excluded from the time limit for voluntary suspension.

Students who volunteer to serve in remote local or foreign regions, and whose terms of service exceed one third of total class hours for the semester may apply for voluntary suspension by submitting documentary proof. The maximum duration of leave is two semesters, and is excluded from the time limit for suspension.

**Article 47** For students who have existing grades of the semester when suspension from schooling was granted, these grades shall be null.

**Article 48** Students who are found to be in one of the following conditions shall be ordered to withdraw from schooling:

- I. Students who have reached the study term and who have not completed all the requirements of the department after the extension of the study term expires.
- II. Students who have not reinstated after the period of suspension from

schooling expires.

- III. Students who do not meet the requirements for admission or transfer.
- IV. Students who have unsatisfactory conduct records.
- V. Students whose period of suspension from schooling has expired (including special cases) and who have registered but not selected courses during the adding/dropping period or whose selected credit hours are less than the required number by the university's policies.
- VI. Students who meet the criteria for withdrawal under other rules of this policy.

**Article 49** Students who apply voluntarily for withdrawal due to particular reasons must have the permission of the parents or the legal guardian in order to complete the application procedure.

**Article 50** Students who apply voluntarily for withdrawal or students who have been ordered to withdraw from schooling must complete the withdrawal procedures at Academic Affairs Division. If the student has already completed one semester of study and has existing grades, he or she shall be granted a course certificate upon verification of satisfactory records.

Students who do not meet the requirements of admission or requirements of transfer, or students who have been granted a dismissal of the status as students shall not receive any certification regarding their academic standing.

**Article 50-1** Policies of refunds for suspension from schooling and for withdrawal are published every semester prior to the beginning of classes.

Students applying for suspension from schooling or withdrawal must complete the application procedure for refund prior to the established deadline; otherwise no refund shall be processed. Refunds for suspension from schooling due to reasons of academic record or other special reasons that have been approved by Academic Affairs Division are not under these restrictions.

**Article 51** Students who consider their ordered withdrawal or dismissal are unlawful or are inappropriate and in violation of their rights may provide pertinent documentation and bring upon a grievance appeal in accordance with *Students Appealing Evaluation Guidelines* of the university, the regulations of which are stipulated separately and filed for approval with the Ministry of Education.

The student in question may continue his or her studies prior to the confirmation of the appealing result. However, if the result of the appeal is to maintain the original decision, all the grades received within the period of the appealing process shall be considered null.

If the student is reinstated after the appealing process but not able to resume schooling immediately, he or she must complete the suspension from schooling

process for the period away from school; this period away from school shall not be included in the calculation of term limit of suspension from schooling.

## **Chapter VII Graduation, Degrees**

**Article 52** Students who have completed their term of study and satisfy all of the conditions below shall be conferred a Bachelor's Degree from the corresponding college and department of this university.

- I. Completed all the required course subjects and credit hours for graduation.
- II. Satisfactory conduct record for all semesters.
- III. All practicum requirements completed (if required).

**Article 53** Students who satisfy the following conditions may request early graduation (one semester or one academic year) with Academic Affairs Division and with the approval of the corresponding Chairperson of the department, the Dean of college and the Dean of Academic Affairs.

- I. Completed all the required subject courses and credit hours for graduation.
- II. Holding a grade point average of over 80 (including physical education) or whose academic standing is within 10% of the class.
- III. Holding a conduct grade point average of over 80 for all semesters.
- IV. All practicum requirements completed (if required)

Students tallying with items II and III who are participating in the entrance exam for the Master's Program and who wish to request early graduation, shall turn in the application in the semester of the entrance exam after the classes have begun. The deadline for turning in the application shall be announced prior to the beginning of classes.

Students requesting early graduation who do not satisfy section I in the expected semester of graduation shall not be able to graduate early.

**Article 53-1** Graduating students with outstanding academic records shall be able to apply for the Ph.D. program. The guidelines for the application process shall be established separately.

## **Chapter VIII Others**

**Article 53-2** Students who are in the Academic degree program shall comply with all the regulations stipulated in this policy pertaining to the specific department in regards to academic status management, transference, selecting a minor, double major and other matters.

### Volume III Division of Continuing Education and Professional Development

- Article 54** Candidates who have graduated from domestic or foreign public high school, , or accredited private high schools or who meet the requirements of equivalent university entrance exam's academic abilities standards and who have obtained the above described qualification for one year (or more); candidates who are 22 years old (included) and above is not under the one year or more restriction. Candidates who have been admitted based on the entrance examination shall enter the Division of Continuing Education and Professional Development of this university for a Bachelor's degree.  
Newly admitted male students who have not entered the military service may request for a delayed recruitment in compliance with regulations.
- Article 55** Transfer students applying to Division of Continuing Education and Professional Development, in addition to tallying with the conditions listed in Article 5, must have graduated from high school level and above or meet the requirements of equivalent university entrance exam's academic abilities standards and must have obtained the previous qualifications for at least two years. However, candidates who are 23 years old (included) and above are not under the 2 years restriction.
- Article 56** Students of Division of Continuing Education and Professional Development must pay all tuition fees and miscellaneous fees each semester prior to the beginning of classes. All fees are calculated based on the number of credit hours as a unit except for laboratory/practicum fees; the fees are announced prior to the beginning of classes every semester.
- Article 57** Students of Division of Continuing Education and Professional Development may select up to 20 credit hours of courses each semester and no less than 6 credit hours. The last year of the study term is not under the restriction of 6 hours minimum, however.  
Under special circumstances, the student may on a case-by-case basis request approval from the Director of the Division of Continuing Education and Professional Development to exceed the number of credit hours allowed for each semester. The number of additional credit hours allowed shall not be more than 6.
- Article 58** Selection of courses for Students of Division of Continuing Education and Professional Development is limited to courses offered to Students of Division of Continuing Education and Professional Development only.  
Students meeting the criteria for *Students' Night Time Study and Day Time Study Program Guidelines* may request permission to take courses offered in



the Day Time Program and are not under the above restriction.

**Article 59** Division of Continuing Education and Professional Development is on the term of study system and credit hours system. The limit of the study term for each major is five years.

The minimum graduation requirement for students of all departments of Division of Continuing Education and Professional Development shall be no less than 128 credit hours. This minimum graduation requirement does not include physical education's credit hours.

**Article 60** All matters regarding students' request for leave of absence shall be handled in accordance with all regulations found in the university's *Students' Leave of Absence Request Guidelines*. Leave of absence for over 15 days must be approved by the Director of the Division of Continuing Education and Professional Development.

**Article 61** Students of Division of Continuing Education and Professional Development applying for change of major, minor and double major shall be handled in accordance with regulations of Chapter V Volume II. The application must be approved by the Chairperson of the pertinent department and the Director of the Division of Continuing Education and Professional Development, and afterwards be reviewed by the Dean of Academic Affairs.

**Article 62** The Division of Continuing Education and Professional Development must stipulate *Class Order Management Guidelines for Undergraduate Courses* in order to preserve the order of the class.

**Article 63** Matters not covered under the articles of this volume shall be handled in accordance with regulations found in Volume II. However, all matters related to the Academic Affairs Division found in Volume II shall be taken upon by the Academic Affairs Section of the Division of Continuing Education and Professional Development.

**Article 64** (Deleted)

## **Volume IV Master's Degree, Ph.D. Degree**

### **Chapter I Admissions**

**Article 65** Students who have graduated with a Bachelor's degree from a domestic accredited university or from an independent institution that meets the criteria for overseas university or independent institution set by the Ministry of Education, or students who have the equivalent academic abilities and have passed the entrance examination for the Master's program, or students graduating from an accredited domestic university or independent institution with outstanding

academic achievements, fulfilling the entrance examination requirements for the Master's program of this university, and who have passed the interview process, shall enter into the study of the Master's Program.

**Article 66** Students who have graduated with a Master's degree from a domestic accredited university or from an independent institution that meets the criteria for overseas university or independent institution set by the Ministry of Education, or students who have the equivalent academic abilities and have passed the entrance examination for the Ph.D. Program, shall enter into the study of the Ph.D. Program.

**Article 67** Students graduating with a Bachelor's degree and students graduating with a Master's degree from this university who satisfy the requirements for the direct Ph.D. program, may apply for the Ph.D. program. The details of the application procedure are established separately.

## **Chapter II Registration, Course Selection**

**Article 68** The number of credit hours required each semester of the graduate student is determined by each graduate department.

**Article 69** The supervisor of graduate students' thesis or dissertation must be a qualified member of the degree examination committee as stipulated by the *Degree Conferral Law* and must hold a position of full-time Assistant Professor or higher. When necessary, a part-time Assistant Professor may be an advisor for student's thesis or dissertation if approved by the Director.

Article 70 (deleted)

**Article 71** Graduate students selecting courses from other universities shall be done in accordance with *Interuniversity Course Selection Implementation Guidelines*, the details of which are established separately, and filed for reference with the Ministry of Education.

## **Chapter III Term of Study, Credit hours, Grades, Withdrawal**

**Article 72** The term of study for the Master's Program is one to four years; the term of study for the Ph.D.'s Program is two to seven years. Students who have been admitted in the executive program or who have to finish more than 60 credit hours for graduation requirements but are not able to complete all the required courses or finish the degree thesis within the term of study period, may request for an extension of term of study. The maximum extension allowed is two years.

Students who are in the direct Ph.D. Program shall follow the previous rules for the term of study beginning upon the date of entering into the Ph.D. Program.

**Article 73** Graduates students in the Master's Program must complete a minimum of 24 credit hours and Ph.D. Program students must complete a minimum of 18 credit hours. Direct Ph.D. Program students must complete a minimum of 30 credit hours (including credit hours completed during the Master's Program). The above mentioned credit hours do not include thesis or dissertation.

**Article 74** Course grades for graduate students shall be calculated in the same manner as in the undergraduate program; the satisfactory grade is 70 points.

Unsatisfactory grades may not be amended by a make-up exam; required courses must be retaken.

The grades of undergraduate level courses taken by graduate students must be included in the semester's grade and in the calculation of total grade point average. Credit hours shall be granted for all courses with satisfactory grades. However, whether the credit hours shall be included in the calculation of graduation requirements is up to each department or college to decide.

Total grade points for the semester (including summer grades) divided by total number of credit hours taken in the semester (including summer credit hours) shall be the average grade point.

The sum of the degree examination grade and the average grade point (each having a 50% weight) shall be the graduation grade.

**Article 75** When graduate students are found in one of the following conditions shall be ordered to withdraw from the university:

- I. Master's Program students who have completed four years of study and Ph.D. Program students who have completed seven years of study and who have not completed all the required course subjects or credit hours or who have not passed the degree examination.
- II. Master Degree candidates who have not passed the qualifying exam according to regulations.
- III. Ph.D. Degree students who have not completed the Ph.D. qualifying exam within the period stipulated by the corresponding department (graduate department), or Ph.D. Degree candidates who have not passed the qualifying exam for the second time.
- IV. Students who have not passed the degree examination, or who do not qualify for a retake, or who fail the exam for the second time.
- V. Students whose academic record does not meet the requirements of the department approved by the university have met the criteria for a withdrawal.

- VI. Unsatisfactory conduct records.
- VII. Students who have not registered before the deadline or students who have not reinstated after the period of suspension from schooling have ended.
- VIII. Students whose qualifications for admission do not meet the established criteria after review.
- IX. Students whose thesis or dissertation, creative work, performance, written report, technical report are found to be a plagiarized work or fraudulent after investigation.

Direct Ph.D. candidates who have not passed the qualifying exam or the Ph.D. degree examination, if they qualify for returning to the Master's Program or if they qualify to receive a Master's Degree, they shall then be excluded from the restrictions of item III and IV described above.

**Article 76** Degree Examination for graduate students shall be implemented in accordance with *Ph.D. and Master's Degree Examination Regulations*, the stipulations of which are established separately and are filed for reference with the Ministry of Education.

**Article 77** Exemption of courses for graduate students shall be carried out in accordance with *Students' Course Exemption Guidelines*.

**Article 78** (Deleted)

#### **Chapter IV Change of Department, Institute, Group, Program**

**Article 79** Graduate students who have completed one year of study and who wish to change department, institute or program due to particular reasons, must have the approval of both the original and the new Dean of College, or have the approval of the Dean of Academic Affairs. There is a one-time only restriction.

#### **Chapter V Graduation, Degree**

**Article 80** Graduate students satisfying the following conditions are qualified for graduation:

- I. Students who have completed all the required subject courses and credit hours within the limit of the study term.
- II. Students who have passed all the examinations required in accordance with Ph.D. Degree and Master's Degree's examination regulations.
- III. Satisfactory conduct record for all semesters.

Graduate students with Teacher's Education qualifications who have not

completed all the requirements of the Teacher's Education Program but who have satisfied all the conditions listed above and have not reached the limit of the study term, are permitted to finish their Teacher's Education Program or to graduate in the same semester that they request reservation of the Teacher's Education Program enrollment status, or giving up of the Program entirely.

**Article 81** Master's Program students who satisfy the conditions listed above shall be conferred the Master's Degree Certificate of Graduation.

Ph.D.'s Program students who satisfy the conditions listed above shall be conferred the Ph.D. Degree Certificate of Graduation.

Graduate students that are in the direct Ph.D. Program who have passed the Ph.D. candidate qualification exam but who have not passed the Ph.D. Degree examination may be conferred the Master's Degree if their Ph.D. dissertation is found to satisfy the criteria of Master's Degree standards by the Doctoral Degree Examination Committee.

**Article 82** The conferral date of the certificate of graduation shall be January if it is in the 1st semester, and June if it is in the 2nd semester. For those who have completed all the required subject courses and credit hours but have not completed the remaining of the courses besides the thesis or dissertation, shall be granted the certificate of graduation in the month that they pass the degree examination.

## **Chapter VI Others**

**Article 83** Matters that are not specifically covered within this Volume shall be conducted in accordance with Volume II.

## **Volume V Supplementary Provisions**

**Article 84** Students' name and date of birth stated in the academic profile shall be based on the information stated in the personal identification card. Any mismatch of information in the admission documentation with the personal ID shall be corrected immediately.

**Article 85** Any information regarding student's corresponding college, department, institute, year level, academic record and student's records pertaining to registration, suspension from schooling, reinstatement, change of department, change of institute, withdrawal and transfer are kept in Academic Affairs Division' database which is the official source of records.

**Article 86** Currently enrolled students or graduated (alumni) students who wish to request

change of name or date of birth must provide the Household Registration issued by the Household Registry to Academic Affairs Division for changes.

**Article 87** Paper copies of students' examination shall be kept for one year; transcript reports shall be kept for four years for reference.

**Article 88** All application procedures and paperworks referred to in this policy shall be established separately.

**Article 89** Matters not covered in this policy shall be conducted in accordance with the *University Act* and its Enforcement Rules, the *Degree Conferral Law* and its Enforcement Rules and other Educational regulations or pertinent regulations of this university.

Article 90 The above policies shall become effective on the day of proclamation, after being approved at the academic affairs meeting, presented at the university affairs meeting and filed with the Ministry of Education.